

CONFIDENTIAL

DRAFT  
12 Nov 47

25X1A

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SUBJECT: Promotion of Civilian Employees Paid from Vouchered Funds  
25X1A (Adminis. Instruction  dated 16 June 1947 is rescinded)

1. Civilian employees may be promoted to higher classification grades within this agency subject to:

a. Existence of a suitable vacancy.

b. Complete qualification of the individual for the vacancy in accordance with established standards, including background of education, experience, and personal achievement.

c. Promotion being for one grade except from CAF-7 to CAF-9 and CAF-9 to CAF-11 where no intermediate grade has been established.

d. Excellent efficiency rating for a period of three months or more just prior to effective date <sup>of</sup> request for promotion.

2. No specific period of time in the present grade or position is required; however, careful consideration will be given by recommending and approving authorities in each case to whether recommended individual has:

a. Occupied the next lower grade for a reasonable period.

b. Demonstrated his ability over a sufficient period to warrant promotion by actual performance, in an excellent manner, of the duties of the grade for which recommended.

c. A previous record of steady advancement or achievement in earning power sufficient to avoid the implication of too rapid advancement, particularly to the higher grades and responsible supervisory or key technical positions.

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2. IMPDET CL BY 11/1/78

3. The Director desires to maintain a reasonably liberal promotion policy, but factors other than actual occupation of a position and/or time in grade must necessarily be taken into account for the overall good of the agency and the government. Each individual case will be decided separately on its own merits after full consideration of all factors which may affect it.

R. H. H.